

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

July 20, 2004

Aldermen Shea, Sysyn,
DeVries, Garrity, Forest

6:15 PM

Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Shea calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from the Human Resources Director submitting a proposed class specification for a City Coordinator as had been requested at a joint meeting of the Committees on Human Resources/Insurance and Administration/Information Systems held on May 10th.
Ladies and Gentlemen, what is your pleasure?
4. Communication from the Human Resources Director relative to a request of the Chairman of the Board of Assessors, Steve Tellier, for a position review of the Assistant to the Assessors position.
(Note: HR Director recommends that the salary grade be changed from a 17 to 16.)
Ladies and Gentlemen, what is your pleasure?
5. Consideration of a new position for graffiti removal, which was approved during the recent FY2005 budget deliberations.
(Note: HR Director recommends the salary grade for this position be established at 13.)
Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

6. Report from the Human Resources Director relative to a bonus system, if available.
(Tabled 04/06/2004 pending further discussion with the Quality Council.)

7. Communication from the Director of Planning and Community Development recommending three staffing changes to aid with current backlog of projects.
(Note: Item 1 – Special Projects Planner” approved on 04/06/2004 with Items 2 & 3 being tabled on 04/06/2004.)
8. If there is no further business, a motion is in order to adjourn.



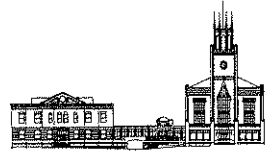
CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



June 7, 2004

Alderman Bill Shea, Chairperson
Human Resource/Insurance Committee
City of Manchester
City Hall
Manchester, New Hampshire 03101

Re: Establishment of City Coordinator Position

Dear Alderman Shea and Members of the Human Resource/Insurance Committee:

On May 10, 2004, there was a joint session of the Committee on Human Resources/Insurance and Committee on Administration/Information Systems. The purpose of the meeting was to discuss several restructuring proposals. The proposal to consolidate the Economic Development, Planning and Building Departments was discussed. Although the Joint Committee determined that consolidating the above departments was not feasible at that time, the Committee requested that the Board of Mayor and Aldermen continue to consider the reclassification of the Economic Development Director position to the title of City Coordinator.

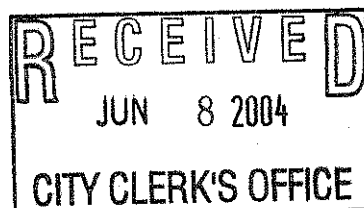
As such, I am attaching a copy of the proposed class specification for a City Coordinator, salary grade 28, for your review and disposition.

I would be happy to answer any questions that the Committee may have regarding the class specification.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachment



Proposed



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	City Coordinator
Class Code Number	1231-28

General Statement of Duties

Plans, organizes, coordinates and manages the operations and activities of economic development, program and financial alternatives, community improvement, budget and management programs and intergovernmental relations; performs directly related work as required.

Distinguishing Features of the Class


The principal function of an employee in this class is to provide administrative oversight to all operations and activities involving economic development, program and financial alternatives, community improvement, budget and management programs and intergovernmental relations within the City of Manchester. The work is performed under the supervision and direction of the Board of Mayor and Alderman but extensive leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Board of Mayor and Alderman, other City employees, business and community groups, business owners and developers, attorneys, financial institutions, the Chamber of Commerce, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Coordinates the work of various departments to determine community and municipal needs;
- Confers with officials, administrators and technical personnel on planning, financial and development matters;
- Promotes general acceptance of planning objectives and coordinates the development of cooperative actions among other governmental agencies, local business and community organizations;

- Provides technical assistance to industrial, commercial and residential developers in the areas of finance, zoning, land disposition, public services or other types of assistance needed for project development;
- Coordinates the development of marketing plans for the City;
- Responsible for Destination Manchester function/staff;
- Provides assistance to developers in the financing of development projects by assisting them in securing governmental loans, grants, etc.;
- Develops initiatives to ensure business retention within the City;
- Visits new businesses to see if the City can be of further assistance;
- Monitors economic development projects to ensure timely and accurate completion and client satisfaction;
- Monitors legislative activities and informs appropriate individuals of impending legislative initiatives, testifies as assigned;
- Prepares promotional materials and markets programs and development sites to prospective clients;
- Provides professional staff support to the Manchester Development Corporation;
- Reviews and comments on proposed City policies and Federal and State legislative initiatives;
- Represents the City on all issues relating to economic development, including serving as a liaison for the Board of Mayor and Alderman;
- Provides status reports to the Board of Mayor and Alderman on economic development operations, any major shift in policies or procedures and recommendations for future development;
- Performs special projects for the Board of Mayor and Alderman as requested;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of the current principles and practices associated with economic development within a municipality;
 - Comprehensive knowledge of business administration and economic principles related to market trade;
 - Comprehensive knowledge of current principles and practices of public administration;
 - Comprehensive knowledge of budgetary principles within a municipality;
 - Comprehensive knowledge of the history of economic conditions within the City of Manchester and surrounding areas;
 - Ability to provide administrative direction to various Departments;
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- Ability to supervise, train, evaluate and lead the work of others;
- Ability to handle confidential materials from business organizations with tact and discretion;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on potential development issues;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.


Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Public Administration, Business Administration, Planning or a related field; and
- Extensive experience in economic development operations within a municipality or governmental entity, including some management responsibilities. **Or,**
- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Planning or a related field and eleven years of extensive experience in economic development operations within a municipality or governmental entity, including some management responsibilities.

Required Special Qualifications

- Valid driver's license or access to transportation

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
 - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hard copy form;
 - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
 - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.
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Approved by: _____ Date: _____

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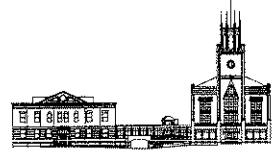
CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



July 14, 2004

Alderman Bill Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03301

Re: Position Review, Assistant to the Assessor

Dear Alderman Shea and Members of the Committee:

At the request of the Chairperson of the Board of Assessors, Steve Tellier, this office conducted a position review on the Assistant to the Assessors position which will be vacated in the near future. Both Mr. Tellier and I wanted to ensure that the salary grade was still appropriate as well as the language in the class specification. The current salary grade for this class specification is a seventeen.

Therefore, the current incumbent completed a position questionnaire. In addition to completing the questionnaire, Ms. Martinsen of this office conducted a field audit and interviewed the current incumbent as well as the Chairman of the Board of Assessors.

The position review and the information that was ascertained did not provide us with any surprises. The purpose of the position and the responsibilities are pretty consistent with the current class specification. However, the point factors that have been assigned to this class specification since the implementation of Yager Decker, do not support a salary grade seventeen, but rather a sixteen.

It was interesting to discover that during the original Yager Decker study, this position was determined to be at a salary grade 16, not the current 17. The point factors that were assigned to the position supported the salary grade 16 as well. It appears that there was an appeal to the Appeals Committee seeking a higher salary grade. Apparently the appeal was successful, however, none of the duties on the class spec were changed nor were the points that were assigned to the position changed to reflect a higher level of responsibility or authority. Consequently, it is not possible to recommend that this

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July 14, 2004

position continue to be paid at salary grade seventeen. Both during the city wide classification study and now, it appears that the point assignments are an accurate reflection of the level of duties and responsibilities for this position. Therefore, I recommend that the Board change the salary grade for the Assistant to the Assessors class specification to a sixteen.

Your favorable approval of my recommendation would be appreciated.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

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City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

“Amending Sections 33.025, (Assistant to the Assessor) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Change Assistant to the Assessor, Class Code 1150, Grade 17 to Grade 16.
Exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

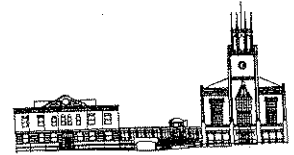
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CITY OF MANCHESTER

Chief Negotiator / Labor Contract Administrator

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6532 • Fax: (603) 624-6528



July 9, 2004

Mr. Frank Thomas, Public Works Director
Highway Department
City of Manchester
227 Maple Street
Manchester, New Hampshire 03101

Re: New Position for Graffiti Removal

Dear Frank:

My apologies for not responding to you sooner. I was unexpectedly absent from work which prevented me from having the opportunity to review your letter of June 28, 2004 regarding the new position to eliminate graffiti.

It is my understanding that you were one of the significant individuals who worked on establishing the current point factor system that the City utilizes for establishing the various levels of salary grades and class specifications. As such, I think it is vital that you think back to how we differentiate positions and salary grades based upon the ten different point factors and their values as we discuss this graffiti position.

The duties that were described to this office for the graffiti portion of the position are not complex and do not require any prior training or education. It was stated to Ms. Martinsen that the individual selected would be trained on the job to remove and camouflage the graffiti. Considering those level of duties, one could establish a position such as this at a level of Laborer, salary grade ten. I am attaching a copy of the class spec for your information. This spec could easily be revised to utilize the specific words of painting in addition to the current language of cleaning, repairing, restoring etc. etc. However, Ms. Martinsen was also informed that when this position is not performing the graffiti duties, he/she will be required to do work in other areas of maintenance including plowing of snow. These other duties are compensated at different levels within our system. The positions that are assigned these duties most often require more than the education and experience that is on the current proposed Graffiti class specification and are mostly established at a higher salary grade than a ten.

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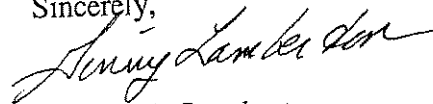
July 9, 2004

In your letter of June 28, 2004, you have suggested that you envisioned this position to be at the level of a foreman because it would be working in a highly visible way throughout the City, receive little hands on supervision, be responsible for a van, trailer and other equipment. It would seem that all City employees are required to present themselves in a professional and cordial manner and be so called "ambassadors" for the City regardless of their level of pay or job title. Many of our lowest paid employees are the individuals that our citizens see more than any other group of employees. Therefore, as we discussed in our telephone conversation, during the selection process particular emphasis should be made on the temperament, diplomacy, patience and tact of the candidate you select. As we also discussed, no matter how much we pay any employee, he/she should be expected to be able to maintain harmonious relationships with individuals that he/she come into contact with. The same can be said for taking responsible and good care of equipment that is assigned to any City employee as well.

Going back to the system itself, if you will recall, most recently, an employee of yours requested that his position be compensated at the level of a foreman. As we went through the position review process, it became apparent that based upon his duties of his position in relationship to other positions, if we had recommended reclassifying his position to the level of a foreman, all of the current foremen would have had the expectation of at least a one grade salary increase. This proposed Graffiti position does not have a full time crew assigned to it at this time. To establish this position at the same salary grade as a foreman, particularly in light of the level of the expected duties and responsibilities, would be inconsistent with your current organizational structure for Highway Supervisors (Foremen) who do have full time crews, would clearly create a new long list of problems and inequities.

In consideration of all of the above, it continues to be my recommendation that this position be established at a salary grade 13. Perhaps after you have selected an individual to be fill this position and a year has lapsed, we can do a position review to analyze precisely what the duties are at the conclusion of that year. I think this would allow all of us the opportunity to see what the actual duties are and if appropriate, increase the salary grade at that time.

Sincerely,



Virginia A. Lamberton
Human Resources Director

Attachments



City of Manchester
New Hampshire

In the year Two Thousand and Four

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Graffiti/Maintenance Worker) of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Graffiti/Maintenance Worker, Class Code 5233

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Graffiti/Maintenance, Class Code 5233, Grade 13

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Class Specification, Class Code 5233, Graffiti/Maintenance, Grade 13, non-exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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DRAFT



City of Manchester, New Hampshire

Class Specification

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Class Title	Graffiti/Maintenance Worker
Class Code Number	XXXX

General Statement of Duties

Performs a variety of duties involved in the removal of graffiti and the restoration of surfaces from City structures, bridges, property, parks and alleyways. Removes illegally dumped debris and blight. Performs related duties.

Distinguishing Features of the Class

The principal function of an employee in this class is to remove graffiti as assigned from all city structures and properties. The work is performed under the supervision and direction of the Chief of Street Operations or other assigned supervisors but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establishes and maintains effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

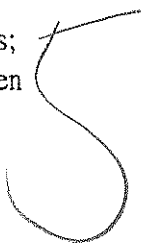
Examples of Essential Work (illustrative only)

- Removes graffiti from various City structures and properties using a variety of equipment, including but not limited to power washer/steamer, spray guns, sandblasters, paint rollers and other equipment. Uses and applies chemical solvents as necessary;
- Paints surfaces with brushes, spray gun paint rollers or other painting tools. Applies paint with cloth, brush, sponge, or fingers to create special effects;
- Spreads dropcloths to protect areas, as needed;

Graffiti/Maintenance Worker

- Selects and orders supplies (paints, thinners, soaps and other material) and maintains inventory as required;
- Maintains Class B CDL and operates City vehicles including a trailer to transport equipment and machinery;
- Drives trucks and other assigned vehicles as needed to perform the task assigned. Utilizes street guides and maps to respond to public calls and complaints regarding graffiti ;
- Maintains, inspects and performs minor repairs on assigned vehicles and other assigned equipment to ensure safe operating conditions.
- Provides maintenance assistance to other departments as needed;
- Records and logs in daily graffiti/debris removal activities and maintains records and reports as necessary;
- Sets-up traffic controls as needed to ensure safety around work sites;
- Provides construction assistance to Streets and Sewer Division, as needed.
- Plows, sands and salts streets;
- Removes snow from sidewalks and common areas;
- Performs physical duties associated with natural disasters and other emergencies;
- May be required to supervise upon assignment;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in removal of graffiti and restoration of surfaces;
 - Thorough knowledge of streets;
 - Substantial knowledge of all safety guidelines and procedures used in construction and maintenance functions;
 - Ability to train, supervise and coordinate the work of others;
 - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
 - Ability to understand and follow oral and/or written policies, procedures and instructions;
 - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
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Graffiti/Maintenance Worker

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in graffiti removal operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Class B CDL

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools continuously and to lift and carry, through a full range of motion, up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds continuously;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work on and set up staging ladders or other devices to safely work above ground level and access construction equipment and to be able to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by: _____

Date: _____

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City of Manchester, New Hampshire

Class Specification

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Class Title	Laborer
Class Code Number	5320

General Statement of Duties

Performs manual labor in contributing to public works and related civic projects; performs directly related work as required.

Distinguishing Features of the Class


The principal function of an employee in this class is to perform construction, maintenance and repair activities. The work is performed under the supervision and direction of a Highway Supervisor but some leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Removes worn, cracked or weathered asphalt using hand or power tools and loads debris for disposal;
- Grades and repairs underlay of roadbed to prepare surface for patching;
- Rolls asphalt patching material and assures patch meets grade and standards;
- Seals and repairs asphalt and concrete infrastructures;
- Constructs retaining walls and other masonry structures;
- Manually digs trenches, secures, lowers and installs pipes and places precast or builds inlet boxes and replaces and compacts bedding and overlay material;

- Grades and prepares surfaces for concrete curbs, gutters and storm water inlets;
- Operates mowers and weed eaters to maintain right-of-ways, medians and common areas;
- Cleans and clears storm water inlets, drains, bridges, creeks and drainage;
- Repairs or replaces landscaping disturbed during construction projects;
- Cleans and maintains City structures such as parking garages, decks and downtown areas;
- Pours and forms City street markers and helps set finished products;
- Cleans and restores construction areas, job sites and other project areas;
- Cleans equipment and facilities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of construction equipment, materials and methods;
 - Substantial knowledge of traffic hazards and traffic safety principles, practices and procedures;
 - Substantial knowledge of proper lifting techniques and personal protective equipment used in the operation of hand and power tools;
 - Ability to comprehend and follow safety rules and regulations;
 - Skill in the operation of hand and power tools;
 - Ability to remain on call during assigned hours as necessary;
 - Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
 - Ability to understand and follow oral and/or written policies, procedures and instructions;
 - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
 - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
 - Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
 - Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- 

Laborer--5320

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in landscaping or the construction industry; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools continuously;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment;
- Sufficient strength and endurance with or without reasonable accommodations, to lift and carry, through a full range of motion, up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds continuously;
- Sufficient mobility and flexibility which allows the employee to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by: _____

Date: _____

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DRAFT



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Graffiti/Maintenance Worker
Class Code Number	5322-13

General Statement of Duties

Performs a variety of duties involved in the removal of graffiti and the restoration of surfaces from City structures, bridges, property, parks and alleyways. Removes illegally dumped debris and blight. Performs related duties.

Distinguishing Features of the Class

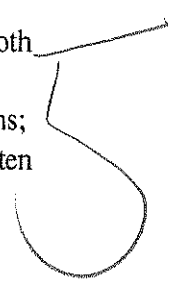
The principal function of an employee in this class is to remove graffiti as assigned from all city structures and properties. The work is performed under the supervision and direction of the Chief of Street Operations or other assigned supervisors but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establishes and maintains effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Removes graffiti from various City structures and properties using a variety of equipment, including but not limited to power washer/steamer, spray guns, sandblasters, paint rollers and other equipment. Uses and applies chemical solvents as necessary;
- Paints surfaces with brushes, spray gun paint rollers or other painting tools. Applies paint with cloth, brush, sponge, or fingers to create special effects;
- Spreads dropcloths to protect areas, as needed;

- Selects and orders supplies (paints, thinners, soaps and other material) and maintains inventory as required;
- Maintains Class B CDL and operates City vehicles including a trailer to transport equipment and machinery;
- Drives trucks and other assigned vehicles as needed to perform the task assigned. Utilizes street guides and maps to respond to public calls and complaints regarding graffiti ;
- Maintains, inspects and performs minor repairs on assigned vehicles and other assigned equipment to ensure safe operating conditions.
- Provides maintenance assistance to other departments as needed;
- Records and logs in daily graffiti/debris removal activities and maintains records and reports as necessary;
- Sets-up traffic controls as needed to ensure safety around work sites;
- Provides construction assistance to Streets and Sewer Division, as needed.
- Plows, sands and salts streets;
- Removes snow from sidewalks and common areas;
- Performs physical duties associated with natural disasters and other emergencies;
- May be required to supervise upon assignment;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of methods, practices, techniques, equipment, tools, materials and supplies used in removal of graffiti and restoration of surfaces;
 - Thorough knowledge of streets;
 - Substantial knowledge of all safety guidelines and procedures used in construction and maintenance functions;
 - Ability to train, supervise and coordinate the work of others;
 - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
 - Ability to understand and follow oral and/or written policies, procedures and instructions;
 - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- 

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in graffiti removal operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Class B CDL

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools continuously and to lift and carry, through a full range of motion, up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds continuously;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work on and set up staging ladders or other devices to safely work above ground level and access construction equipment and to be able to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by: _____ Date: _____



HIGHWAY SUPERVISORS – (Foremen)

Curb Crew III

John Twarjan
1 Truck Driver
1 Backhoe Operator
2 Bar "men"
1 Laborer

Carpenter Shop 17

Dave Cross
2 Mtce. Mechanics

Sewers III

Ned Desrosiers
1 Shovel Operator
1 Truck Driver (2-3)
2 Pipe "Men" (pipelayers)
1 Laborer

Paving

Bruce Gosselin III
Paver Operator
Rakers
Laborers
Truck Drivers (6-10)(Paving Crew)

Sweepers

Joe Chandonnet III
3 Sweeper Operators
(sometimes a 4th)
1 Public Srvc.Worker-II

Misc. Crew II

Rick Robillard
1 Truck Driver
1 Laborer (2-3)

Sewer Util. Crew-1 II

Norm Paris
Public Srvc. Workers
1-2 & 3
Backhoe (sometimes)
Sewers (Repair & Adj. Structures)

*Road Reconstruction

Dave Lawrence
Grade Man
Loader Operator
Trucks (2-5)
EOP-5 Grader Operator

Sidewalks

Tom Gill III
2 Rakers
1 Roller Operator
1 Truck Driver (2)
1 Laborer

Patching I

Paul Hargis
1 Truck Driver
2 Laborers

Sewer Util. Crew-2 I

Tom Cronin
Public Srvc.Worker-1
Public Srvc.Worker-2
Sewers
(Repair & Adj. Struct.)

NOTE: Dave Lawrence occasionally has a lot more trucks working with him. Example: Towards end of day when paving operations end or on rain day. There could be 8-10 trucks assigned to St. reconstruction.



**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

JUN 29 2004

Commission

Edward J. Beleski
- Chairman
Henry R. Bourgeois
William F. Kelley
Michael W. Lowry
William A. Varkas

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

June 28, 2004
#04-085

Ms. Virginia A. Lamberton
Human Resources Director
One City Hall Plaza,
Manchester, New Hampshire 03101

Re: *New Position for Graffiti Removal*

Dear Ms. Lamberton:

As I recently noted to you by telephone, I have concerns over the pay grade established for this new Graffiti Position in light of what we originally envisioned the duties and responsibilities of this position would entail. I am certainly not questioning the expertise of you or your staff at arriving at a pay grade 13 for the Graffiti Position. However, I would like to summarize our thoughts on the position in order that we can be assured that the position was evaluated based on the same contemplated duties and responsibilities.

Originally, I envisioned that the position would be a grade 15, which is our entrance foreman level position. (However, due to an error at the Department level, all requests on the position were defined at a grade 14.) The reason why I felt it should be a foreman level was that this position would be a highly visible position working at various locations throughout the City with little direct supervision while out performing his duties. In addition, this position could be working on his own or supervising others, depending on the situation and availability of labor.

This position would be responsible for the graffiti van, trailer and associated equipment, which will be purposely painted in such a manner as to attract public attention in order to let the public know that the City has an active graffiti removal program. As a result, this position in many cases will be the Departments/City's spokesman on graffiti removal. On a regular basis, the position will be interacting with the public and elected officials, because I am sure the demand and interest for this program will be great.


June 28, 2004
Pg. (2)

Initially, graffiti will be removed off public property, but eventually, this program will also extend to private property within defined guidelines. As a result, this position will be required to coordinate graffiti removal with property owners, interpret guidelines properly and to obtain releases if the City does the work and obviously needs to do it correctly.

At a grade 14 or 15 level, I had envisioned that this position during the winter months would head up a small maintenance crew or work a piece of equipment during an active snowstorm. A patching crew, a sandbarrel crew and a crosswalk snow removal crew would be examples of small maintenance crews. At the grade 14 of higher level, most likely the applicant for this position would have already been trained to operate a piece of equipment such as a loader or sidewalk tractor, which would allow us to utilize him on these pieces of equipment during and active storm event. However, it must be kept in mind that many of our positions don't have a clearly defined set of job specifications for the three winter months.

As you can see, this position will be representing my Department and the City by his actions in carrying out the graffiti removal operations and by his interactions with the public, media and elected officials. He will have great independence in carrying out his duties whether on his own or with subordinates. These are the reasons why it was my opinion that the responsibilities were above a grade 13 and ask that you review your decision based on this correspondence.

Very truly yours,


Frank C. Thomas, P.E.
Public Works Director

/c

cc: Kevin A. Sheppard, P.E.
Stephen M. Tierney
Robert Lynch

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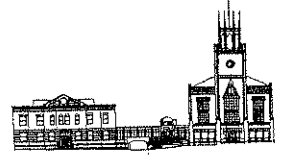
CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



June 24, 2004

Frank Thomas, Public Works Director
Highway Department
227 Maple Street
Manchester, New Hampshire 03101

Re: New Position for Graffiti Removal

Dear Frank:

We have now had the opportunity to analyze your new position for the removal of graffiti. We have also prepared a draft class specification for this function.

The new position was authorized primarily to remove graffiti from structures throughout the City. During the periods of time when the position is not removing graffiti, the position will be required to do other work activities in the maintenance areas. Many of the activities that were described are at the same level as the duties that are assigned to class specifications at labor grade 13. The position will also require the possession of a Class B Commercial Driver's License. The supervisor of the position has stated that the individual who is selected for this position will be trained during the first two weeks of employment.

In reviewing the duties and responsibilities of this position, I have determined that the position should be assigned a salary grade 13. A draft class specification has been prepared for your review and comments and is attached to this letter.

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Mr. Frank Thomas

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June 24, 2004

Please review the attached draft class specification and let me know if you would like any changes, additions or deletions. Upon receipt of any changes, I will revise the spec and forward to the Human Resource and Insurance Committee for their review and approval.

If you have any questions or concerns, please let me know.

Sincerely,



Virginia A. Lamberton
Human Resources Director

Cc: Bob Roy
attachment

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**City of Manchester
Department of Highways**

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission

James E. Connolly, Jr.
- Chairman
Henry R. Bourgeois
William F. Kelley
Edward J. Belaski
Peter Favreau

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard, P.E.
Deputy Public Works Director

Memorandum

DATE: June 17, 2004

TO: Virginia Lambertson

FROM: Bob Lynch *ML*

RE: Highway Maintenance Worker

CC: Frank Thomas
Kevin Sheppard

In the recent budget process the Board of Mayor and Alderman approved an addition to the Highway Departments complement. This position will deal with the removal of graffiti from city buildings, bridges and other surfaces. We would like to have permission as soon as possible to post this position. I have worked with Christine to on a job description, which I have enclosed.

Thank you for your assistance.

Establish new class spec

Graffiti / Maint WKR

Lg 13

5322



Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development

Planning
Community Improvement Program
Growth Management

Tabled remainder
of request.



Staff to:
Planning Board
Heritage Commission
Miliyard Design Review Committee

Memorandum

To: Human Resources Committee

From: Robert S. MacKenzie *RM*
Director of Planning

Date: March 9, 2004

Subject: Staffing of the Planning & Community Development Department

In November, I had provided a report on activities of our department, the work load, and a comparison with other cities. As was suggested at the meeting, I am providing you with a recommendation on how our department could catch up with the current backlog of projects. I am also attaching a list of current special projects that are backlogged.

I would recommend three changes to accomplish this:

- 1) Hiring of a "Special Projects Planner". All of the current planners have a regular duty of either growth management or CIP. This planner would assist the staff in attacking the various backlogged special projects. The salary and benefits for this position could be paid by HUD funds.
- 2) Promotion of an Administrative Assistant in the CIP office to a Planning Technician. This would allow various HUD required work tasks to be handled by the Planning Tech, freeing up some portion of two planners' time to work on Special Projects. This relatively modest increase would be from the operating budget.
- 3) Hiring of a "Neighborhood Planner". Much of the recent planning efforts have been related to the downtown. There are a number of other commercial areas and neighborhoods in the City that could benefit by planning programs. These might include bring back commercial centers such as Kelley Street or the Hollow on Massabesic Street or working on traffic issues in neighborhoods hard hit by increasing speeds and volumes. This position would have to be paid through the operating budget.

I would be happy to meet with the Committee to review this proposal.

C: Mayor Robert A. Baines

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 FAX: (603) 624-6529
E-mail: planning@ci.manchester.nh.us
www.ci.manchester.nh.us

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Special Projects that are backlogged

- 1) Zoning Lookback – This update of the Zoning Ordinance was requested by the BMA
- 2) Adoption of the Hackett Hill Master Plan & implementation approach
- 3) Completion of the transaction on the “Old Wellington Road” parcel
- 4) Completion of the Senior Center & Fundraising
- 5) Arena Area Design Guidelines
- 6) Update of the City Master Plan
- 7) Implementation of the Comprehensive Signage Package
- 8) Second Street Redevelopment Strategy
- 9) Assistance on the Stadium and Riverfront Development project
- 10) Impact Fee Ordinance Update – requested by the Planning Board and School Board
- 11) Assistance on the redevelopment of the Green Mill on Second Street
- 12) Neighborhood Planning
- 13) Traffic Calming in residential neighborhoods
- 14) Hazard Mitigation Plan – required by FEMA for future disaster funding
- 15) Redevelopment of the Brown School
- 16) Assistance on the Redevelopment of the Green Mill
- 17) Hands Across the Merrimack Bridge
- 18) Assistance on the Coalition to End Homelessness
- 19) Zoning Overlays requested by Highway Department and Manchester Water Works
- 20) Graffiti Removal
- 21) Return of Commuter Rail Service to the City
- 22) Assistance to the Amoskeag Rowing Club for a boathouse on the Merrimack River
- 23) Future of the Jac Pac site

A large, handwritten number '7' is drawn in the bottom left corner of the page.